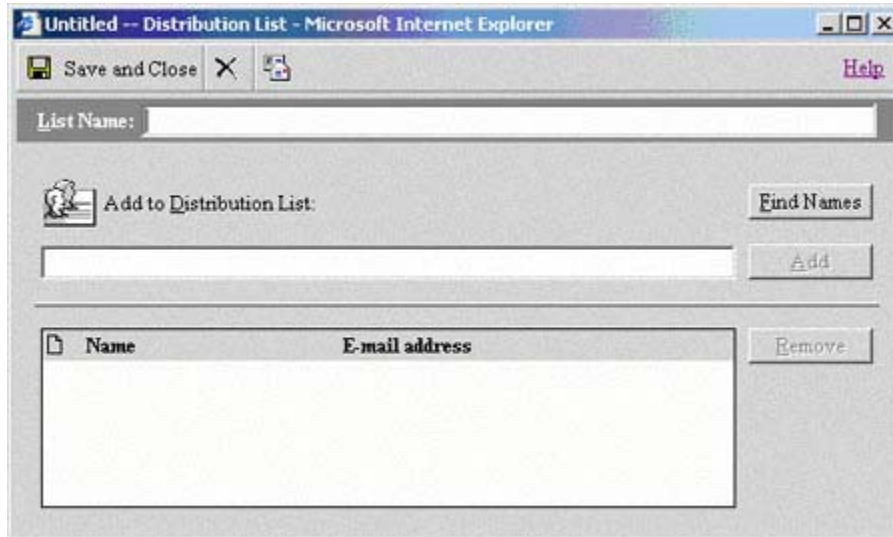


BPS Email Program

Creating a Distribution List in Your Contacts Folder

The BPS Email Program has a feature that allows you to set up Distribution Lists (specific group mailing lists) for your email correspondence. You may want to send an email to everyone in your building or department or you may only want the email sent to a specific group, for example, to the grade six teachers.

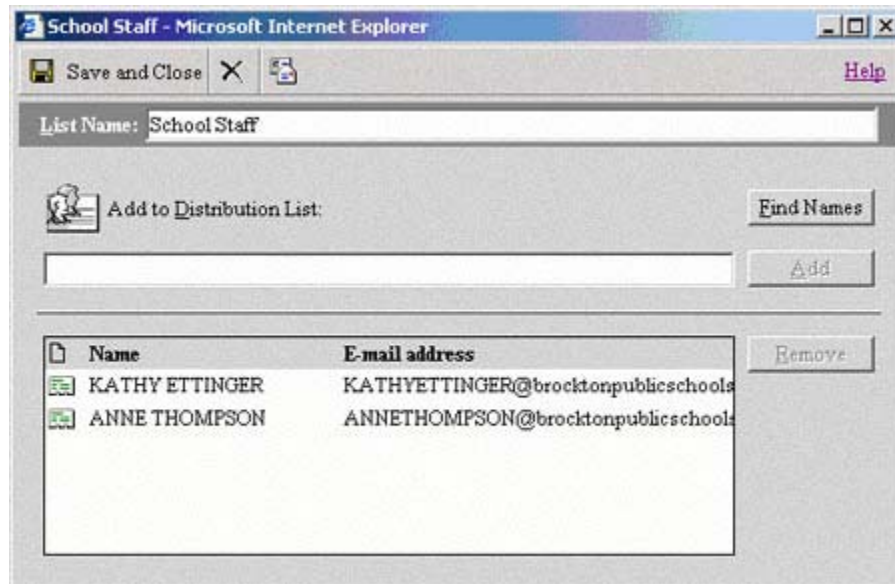
To set up a Distribution List, go to www.brocktonpublicschools.com, click on the Teachers Tab, scroll down the page and click on the flashing Email button and login to your account. Click on your Contacts Folder. Go to the Menu Bar to the right of the Microsoft Outlook Web Access logo and click on the drop down arrow next to New and select Distribution List. You will see the following screen:



In the List Name box, type a name for your Distribution List, such as School Staff or Grade Six Teachers or School Specialists, etc.

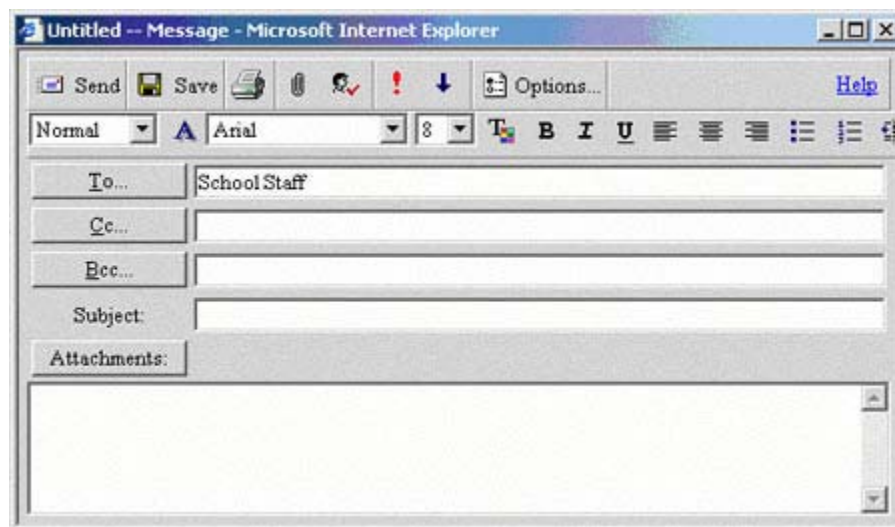
In the Add to Distribution List Box, type in the last name of a teacher you want in your Distribution List. Next, click on Add. If there is only one

person with this last name, the name will be added to the Name Box. If there are multiple people with this last name a selection box will pop up. Click on the one you want, then click OK and the name will appear in the Name Box. See the following example.



Continue adding names until your list is complete. If you add a name that you wish to remove, click on that name and then click on the Remove Button. Finally, click on Save and Close at the top of your Distribution List.

To access this Distribution List, open your Contacts Folder, and the list will appear in the main window. Double click on your list to open it and to send mail to all the people in your list, click on the Send Mail to List icon next to the X at the top of your window. A new email message will pop up with the name of your Distribution List in the To: field. Notice in the following example that only the name of your Distribution List appears in the To: field, but the email will be sent to all of the people in your list.



Next, fill in the Subject Field, add an attachment if you choose, fill out your message and format if desired. Click Send.

The Options selection offers you the date and time your message is delivered and read by the recipients. **Use this option sparingly, as you will receive notification from each of your recipients and that will fill up your Inbox quickly! However, if you need proof that an electronic correspondence was received, this is an excellent tool.
